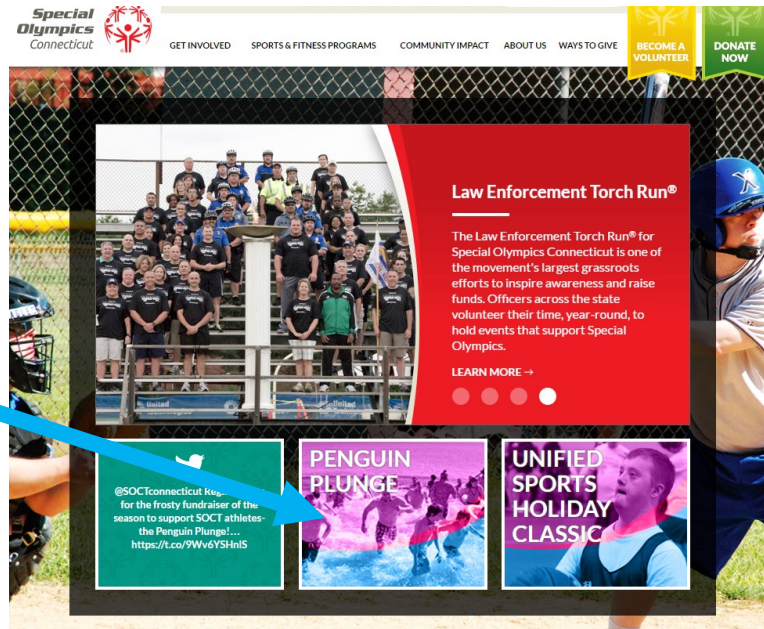


# Registration Instructions

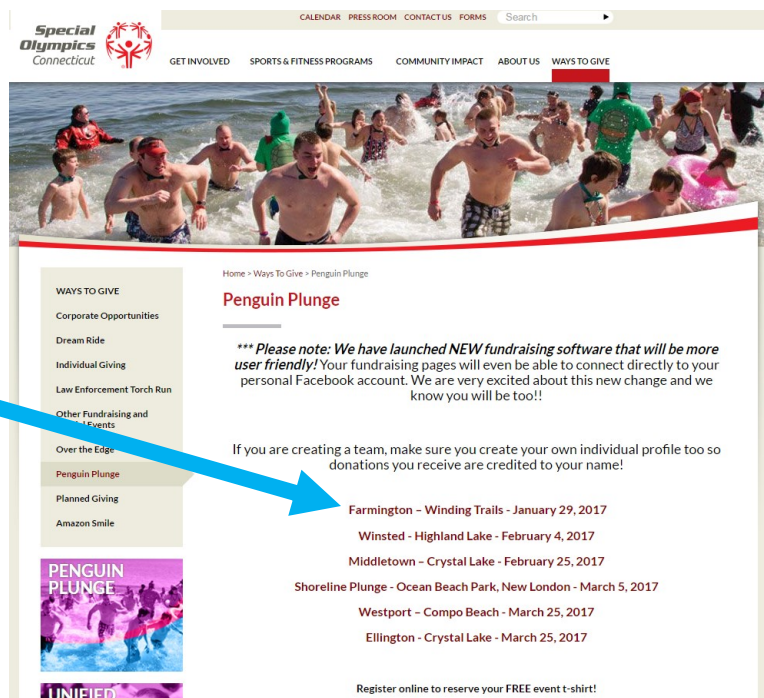
PENGUIN  
PLUNGE



1. Visit [www.soct.org](http://www.soct.org) and click the Penguin Plunge icon

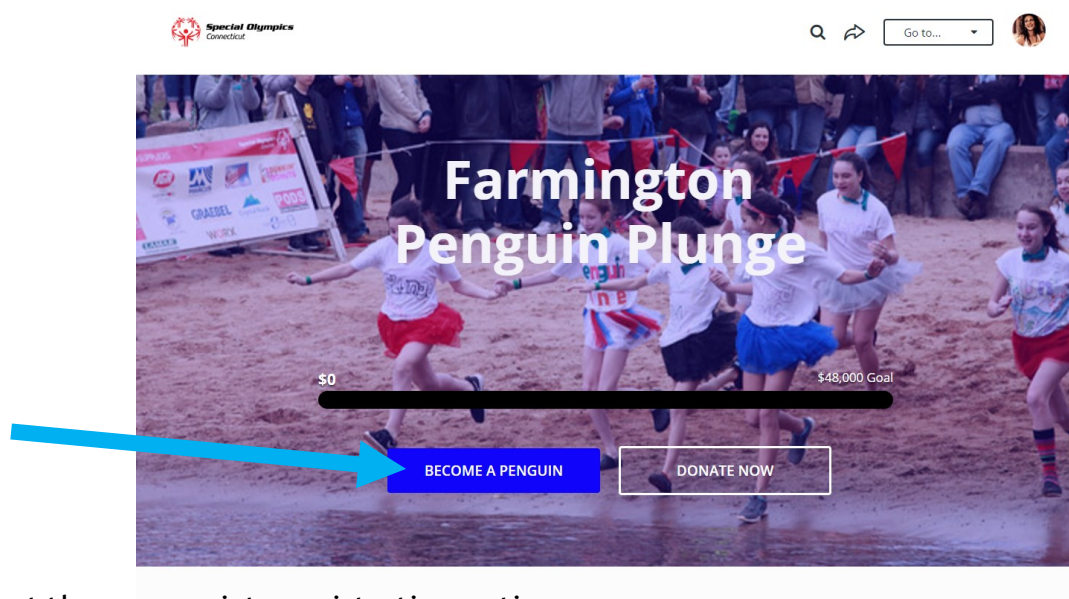


2. Click on the Penguin Plunge event/location where you would like to participate. For this example we will use the Farmington Plunge.



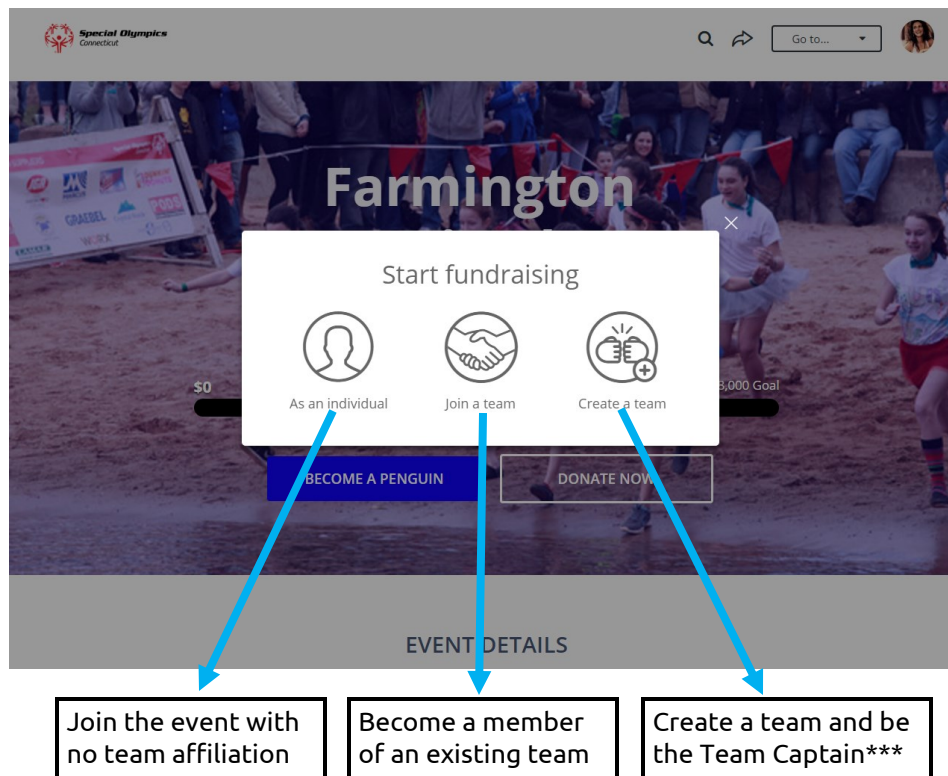
3. You will be redirected to the event landing page. Take note of any useful information including date, time, location, directions, and more.

4. To register you will click the “Become a Penguin” button in blue.



5. Select the appropriate registration option.

6. Follow the prompts to complete the registration process or continue reading for detailed instructions.



\*\*\*If you are team captain and create a team, don't forget to sign up as an individual too if you plan to plunge so you can receive credit for the donations you receive.

# Registration Instructions

## Create a team page

**PENGUIN  
PLUNGE**



\*\*\*If you are team captain and create a team, don't forget to sign up as an individual when you are done with this process if you plan to plunge so you can receive credit for the donations you receive.

1. Once you have chosen to create a team, enter your team name.
2. Set your fundraising goal. We've set your default goal to \$1,000 - but we encourage you to reach for the stars! If your team as a whole raises \$1,000, but not every individual reaches \$100, don't worry - you can still have 10 people plunge!!

A screenshot of a web form titled "Create your team" overlaid on a background image of people at a beach. The form has a close button (X) in the top right corner. It contains four input fields: "Team name \*" with placeholder text "Name your team"; "Set your fundraising goal \*" with a value of "\$ 1,000"; "Your Page's Headline \*" with placeholder text "We're taking the Plunge to benefit Special Olympics Connecticut!" and a character count "0/180"; and "Set your Team Page's Short URL (optional)" with placeholder text "https://give.classy.orgExampleShortUrl" and a character count "100 / 100". At the bottom is a grey button labeled "CREATE TEAM".

3. Here, you can change your page's headline (it's default setting is "I'm taking the plunge to benefit Special Olympics Connecticut!")

4. You can even set your own custom URL. This makes it easier to share your link with friends and family. When you're done, click "NEXT."

Tip:

- ◇ We recommend sharing your individual page's link so that when people donate, the fundraising money gets credited to you *and* your team. If you independently raise over \$500 that makes you eligible for the first incentive level and we want to make sure you receive credit!



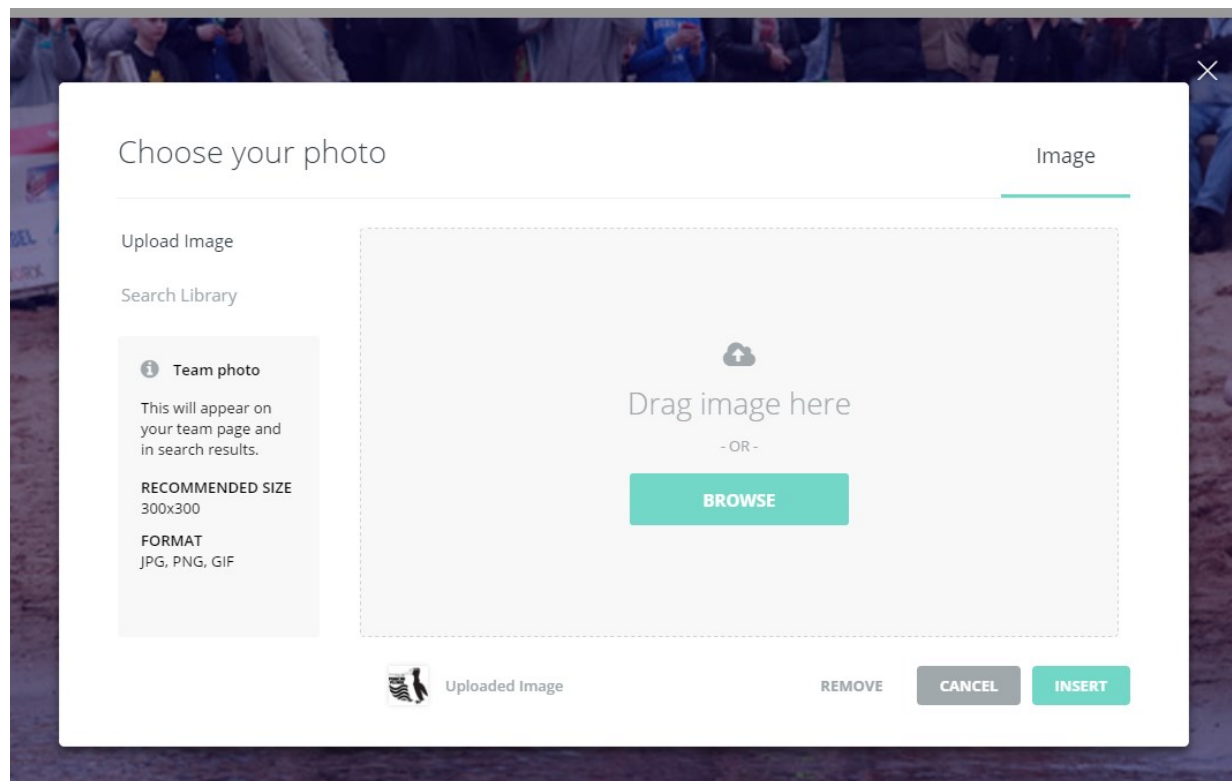
# Registration Instructions

Create a team page

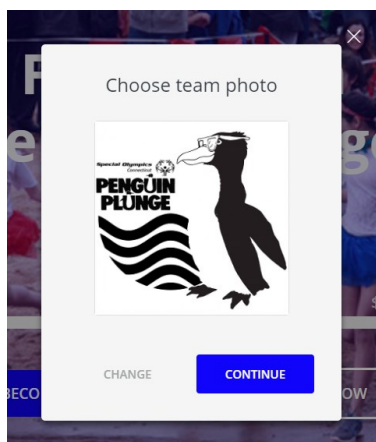
**PENGUIN  
PLUNGE**



5. Choose your background photo. We've set a default team picture for you, but you can select one that you have saved to your computer. If you have been participating with the same team for a few years, put that picture up!



6. Choose your team's profile photo. We've set a default picture for you, but you can select one that you have saved to your computer. This one is smaller than the background image and similar to your profile picture that you will save on your individual page!



# Registration Instructions

Create a team page

**PENGUIN  
PLUNGE**



7. We need a bit more information about your team before you're done! If you are associated with a company, school, local program, or law enforcement department be sure to indicate it where prompted.

A screenshot of a mobile application interface. A white modal box titled "Team Questions" is centered over a background image of a person running. The modal box contains the text "Please tell us a little more about yourself." followed by three questions, each with a text input field: "Is your team associated with a school? If so, please list here", "Is your team with a Public Safety Department? If so, please list here", and "Is your team associated with a company, civic group, or other organization? If so, please list here". At the bottom of the modal is a blue button labeled "FINISH". The background image shows a person in a white shirt and red shorts running on a dirt path. There are also some text elements visible in the background, such as "10 Raised", "B", and "\$48,000".

## Tips:


- ◇ If you are associated with a Local Program or Unified School, make sure that you contact the SOCT staff person responsible for the plunge and make them aware of your team name and that you are plunging on behalf of your program or school. This will help ensure that the 50/50 split gets deposited into your account.
- ◇ If you are associated with an LETR program, make sure that you contact the SOCT staff person responsible for that plunge and make them aware of your team name to ensure your department receives credit for funds raised.
- ◇ If you are associated with any other school or company, let us know!!!

# Registration Instructions

Create a team page



You're done! Using the manage tab, post updates, review donations, recruit new teammates, re-view your teammate list and edit your details!



## Team SOCT

Team Page

\$0.00 / \$1,000.00

f

t

o

OVERVIEW


UPDATES

DONATIONS

EMAILS

TEAMMATES

DETAILS



Recruit new teammates

Ask for donations

Thank your donors

# Registration Instructions

## Register as an Individual

**PENGUIN  
PLUNGE**



1. If you select to register as an individual, you will be prompted to set your fundraising goal (we've set your default minimum for you - but if you're looking for inspiration, check out our incentive prizes on the landing page and increase that goal!)

A screenshot of the Penguin Plunge registration form. The form is titled "Create your page" and has a close button (X) in the top right corner. It contains the following fields: "Set your fundraising goal" with a value of "\$ 100"; "Your Page's Headline" with the text "I'm taking the Plunge to benefit Special Olympics Connecticut!" and a character count of "62/200"; and "Set your custom URL (optional)" with a text input field showing "https://give.classy.org/ExampleVanityUrl" and a character count of "100 / 100". A blue "NEXT" button is at the bottom of the form. The background of the page shows a group of people in blue shirts and pink tutus jumping into the water. On the left, there is a logo for "PENGUIN PLUNGE" featuring a penguin. At the bottom left, there is a "Campaign" section for "2017 Farmington Penguin Plunge" with a progress bar showing "\$0 / \$48,000". On the right, there is a "DONATE" button and a "Fundraiser Activity" section showing "The page was created".

2. Here, you can change your page's headline (it's default setting is "I'm taking the plunge to benefit Special Olympics Connecticut!")

3. You can even set your own custom URL. This makes it easier to share your link with friends and family. When you're done, click "NEXT."

# Registration Instructions

## Register as an Individual

**PENGUIN  
PLUNGE**



4. Create your account, it's the easiest part! You can log in through Facebook, or sign up with your email address! If you already have an account, simply log in - all of your information will be saved from before. \*If you used our old Convio software to fundraise, you must create a new account with Classy\* Click "NEXT."

A screenshot of a web form titled "Create an account". It has a close button (X) in the top right corner. The form offers two options: "Continue with Facebook" (with a Facebook icon) and "Or use your email". Below the email option, there is a field for "Email" with a red asterisk, a placeholder "Enter your email address", and a "Create password" section with a red asterisk. The password section includes a "Show" button and four requirements: "8 characters", "1 number", "1 letter", and "1 special character". At the bottom of the form is a blue "NEXT" button, followed by the text "By clicking I agree to the Terms" and a link "Log into your account". The footer of the form says "POWERED BY Classy". The background of the page shows a person in a blue shirt and a "Fundraiser Activity" section.

### Tips:

- ◇ Every account must have it's own, unique email address
- ◇ Every password must have at least 8 characters, 1 number, 1 letter, and 1 special character. Penguin1! Is an easy password to remember
- ◇ If you continue with Facebook, you don't have to remember yet *another* new password!! Plus it makes sharing your fundraising page MUCH easier.

5. Choose your photo. We've set a default profile picture for you, but you can use your Facebook profile picture, or select one that you have saved to your computer. Then, click "CONTINUE." You will be asked to answer a few more personal questions including your address. If you are associated with a company, school, local program, or law enforcement department be sure to indicate it where prompted.

A screenshot of a "Choose your photo" dialog box. It has a close button (X) in the top right corner. The dialog shows a default profile picture of a penguin wearing goggles and a life preserver, with the text "PENGUIN PLUNGE" and "Special Olympics Connecticut" above it. Below the image are two buttons: "CHANGE" and "CONTINUE". The background of the page shows a person in a blue shirt and a "My Story" section.



# Registration Instructions

Manage your individual page

PENGUIN  
PLUNGE



MANAGE

Go to...



Click MANAGE to get fundraising tips, post updates, see your donations, find helpful email templates and more!



VIEW

Go to...



Lauren Young

Fundraiser Page

\$0.00 / \$100.00

OVERVIEW

UPDATES

DONATIONS

EMAILS

DETAILS

Hey Lauren! We suggest you do these next.

In your overview, there are some cards with tips. You can post updates under your updates tab.



Ask for donations

Copy a message to email your closest family and friends for their support

SKIP

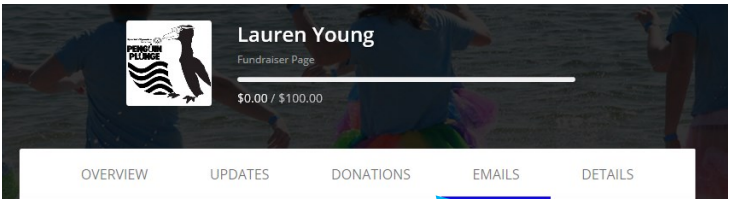
ASK

## Tips:

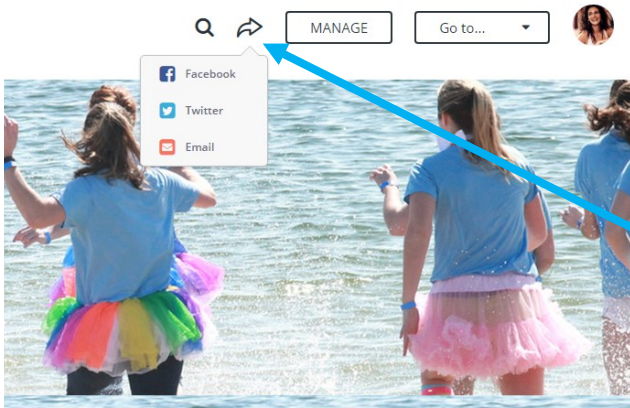
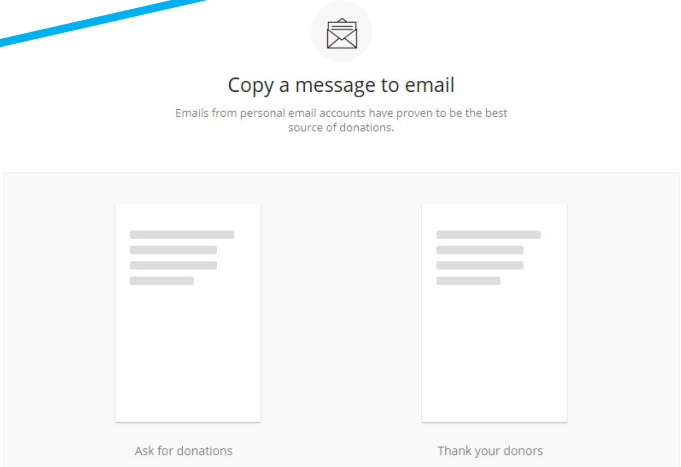
- ◇ Updates will appear on your main donation page - try posting one and continue as you get closer to your goal!
- ◇ It's a great way to share any personal stories that you have related to Special Olympics.

# Registration Instructions

Manage your individual page



Check out the emails tab!  
Here you can find email  
templates to copy and  
paste into your own e-mail  
and send to your supporters  
to ask for donations or to  
thank your donors!



Use the arrow at the top of the screen to post an update to Facebook, Twitter, or send an E-mail!

Lauren Young



Lauren Young is fundraising for Special Olympics Connecticut!

visiting my fundraising page!

# Registration Instructions

Join an existing team

# PENGUIN PLUNGE



Have your friends already created a team? Find it by clicking the magnifying glass and searching for the team name and clicking on the team page!



Go to...



Search Here

Type the team name here!

## Filter Results

All Results

Individuals

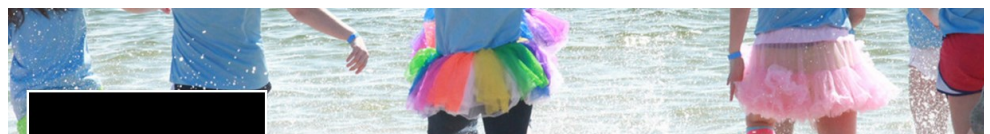
Teams

## Teams



You do not need a password to join the team. Join a team by clicking the button that says "JOIN TEAM!"

It's as simple as that!



JOIN TEAM

DONATE

\$0.00 Raised

\$500

Campaign



2017 Farmington Penguin Plunge  
\$0 / \$48,000

Team Page



Captain  
Jackie Turro

## Pick6

Take the Plunge to benefit Special Olympics Connecticut

MOST RAISED



Jackie Turro  
\$0 Raised

MOST DONORS



Jackie Turro  
0 Donors

WEEKLY WINNER



Jackie Turro  
\$0 raised this week

MOST ACTIVITY



Jackie Turro  
0 Comments

Team Activity

Team Members (2)



Post a comment...



Jackie Turro created the team